

Workplace Alaska

Class Specification Recorder I

Created:
01/07/1998 by Rachel Wilson
Finalized on:

AKPAY Code: P7520
Class Outline Cat: A
Approved by:

Class Code: PI0511
Class Range: 10
Class Status: Active

Category: Clerical
Original Date: 11/29/1976

Class Title: Recorder I
Use MJR Form: Standard

Original Comments:
Original

Subsequent Revision Dates/Comments:
4/1/77 Note: only the Recorder III
11/16/84 Note: only the Recorder III
7/15/89 MQs, Title Change from Rec. Clerk I, II and III (DMM)
01/01/96 - MQs and addition of Recorder IV (JD)
01/16/2002 - Range change, specs rewritten as part of study (cpreecs)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** F **SOC:** 43-4031 **Census:** 06

Last Update Comments:

Definition:

Under immediate supervision, Recorders I learn to perform the specialized processes required to receive, record, and index legal documents affecting real property, other documents presented in the manner prescribed by Alaska law, and Uniform Commercial Code transactions.

The Recorder I is the entry/training level of the Recorder series. Recorders I and II are flexibly staffed positions. After a prescribed period of training and proven competency by the incumbent at the Recorder I level, a position will be reclassified to Recorder II and the incumbent promoted upon the recommendation of the supervisor.

Distinguishing Characteristics:

The Recorder I is distinguished from the Administrative Clerk II and III by the nature of the specialized knowledge of the recording/filing process, skills and abilities required and the use of the Alaska State Recording System and the Uniform Commercial Code (UCC) Central File System. Written guidelines, supervision and direction are readily available.

The Recorder I is distinguished from the Natural Resource Technician series by its exclusive use in the State Recorder's Office and by its focus on the recording of land records and UCC information.

The Recorder I is distinguished from the Recorder II by the latter's successful completion of training and independent performance at the fully proficient level.

Examples of Duties:

Progressively become knowledgeable of the Recorder/UCC Section's organizational structure, purpose and functions, including those of the individual recording offices or UCC unit, the general workflow and office/work priorities. A Recorder I must become proficient in these duties to be eligible for promotion to a Recorder II.

In accord with the manner prescribed by law and the Policy/Procedures Manual, examine, record/file and return a wide variety of original documents (deeds, mortgages, liens, plats, surveys, mining documents, etc.) as part of the official public land records system.

With an emphasis on accuracy and speed related to the extremely detailed nature of the work:

- examine and accept or reject documents after determining their compliance with minimum recording/filing criteria as mandated by Alaska Statutes
 - record or file documents including the identification of the type of document and its requirements, the issuing and verifying of serial, book and page numbers, or the creation of a bar coded number for each document
 - input and verify documents into a computerized database to ensure accurate public record;
- prepare and generate computerized fee receipts
- maintain and balance a petty cash account; process rejection forms
 - prepare and make backup copies prior to sending original documents for filming; print reception reports
 - file copies of returned UCC documents/microfiche from archives

- certify documents from the official public record and perform related tasks. certify documents from the official public record and perform related clerical tasks.

Mail original documents to the addressee once the documents have been recorded, scanned, and filmed.

Issue certified record searches on designated debtor names using established policy and procedure, exercising good judgment, furnishing the requester with a list of active Uniform Commercial Code transactions and copies of the same. Interview customers, determine information being sought, assist customers in the use of the on-line public information system and other equipment (i.e. microfiche, microfilm, and plat printer machines).

Open and close the office in accordance with established policy and procedures.

Receive monies (check, money order, cash, or credit card) for recordings, filings, searches, and requests. Balance daily receipts and deposit. Ensure the security of the safe/cash.

Provide customer service that typically involves receiving and handling inquiries and/or complaints, (some of which may involve angry or irate customers) both in person and over the telephone; dialogue with the customer to obtain needed information to clarify what is desired, and/or determine how service can best be rendered.

Provide program-specific information that requires interpretation and a basic understanding and an application of established policies, programs, services and procedures.

Prepare documents to be scanned pursuant to applicable statutes and regulations. Create and print barcode labels for each document. Place barcode labels on each document, assuring that the number of pages per document and the number of labels are correct, and that the placement of the label on each document is exact so that when scanned, the barcode can be read by the imaging system.

Knowledge, Skills and Abilities:

Develop a working knowledge of policies, procedures and techniques relevant to the examination, recording/filing, rejection, processing and preservation of legal documents as the official public record of the state.

Working knowledge of general office procedures, practices and equipment.

Working knowledge of the use of computer systems and software in a business environment.

Knowledge of correct business practices, correspondence and typing formats, including English grammar, composition, spelling and punctuation.

Knowledge of the principles and practices of administrative support procedures, including account keeping, requisitioning, stock maintenance, filing, correspondence and reporting.

Skill in operating computer keyboards accurately and in a timely fashion, and commonly used office machines/equipment.

Skill in operating and assisting the public in the operation of specialized machines (microfiche, microfilm, and plat machines).

Ability to maintain record keeping and filing systems for the work area.

Ability to search for, select, compile, and summarize data and information.

Ability to learn and apply agency procedures in the review of documents, to accurately perform recording processes within short deadlines, to follow written and oral instructions.

Ability to communicate effectively with the public to clearly explain requirements and procedures.

Ability to learn database systems associated with the Alaska Public Record System and barcode/imaging system.

Minimum Qualifications:

Graduation from High School or a G.E.D.

AND

Six months of experience (paid or unpaid) that included the performance of administrative support assignments, specifically typing or data entry.

AND

Typing speed of at least 35 WPM.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a high school diploma or G.E.D.?

AND

Do you have six months of experience (paid or unpaid), that included the performance of administrative support assignments, specifically typing or data entry?

AND

Can you type at least 35 words per minute?